

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Child and Family Services Agency



CONTRACTS AND PROCUREMENT ADMINISTRATION

**DETERMINATION AND FINDINGS FOR
A SOLE SOURCE CONTRACT**

CONTRACT NO.: DCRL-2014-R-0085
CAPTION: Master Training on the Child and Adolescent Functional Assessment Scale and Pre-school and Early Childhood Functional Assessment Scale
PROPOSED CONTRACTOR: Susan Sabin, Ph.D.
PROGRAM AGENCY: Child and Family Services Agency

FINDINGS

1. AUTHORIZATION:

D.C. Official Code § 2-354.04, 27 DCMR 1304 and 1702

2. MINIMUM NEED:

The Government of the District of Columbia, Child and Family Services Agency (CFSA), has an immediate need to integrate the Child and Adolescent Functional Assessment Scale (CAFAS) and the Pre-school and Early Childhood Functional Assessment Scale (PECFAS), into everyday case practice for all children in District care and custody, ages 0-21 years. For the orderly, effective, and reliable implementation of the CAFAS and PECFAS tools, the social workers who will be using it require Master Training from a trainer, who has been approved/ certified by the owner of the CAFAS and PECFAS tools, Multi-Health Services, Inc (MHS).

3. ESTIMATED REASONABLE PRICE:

\$43,000

4. FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

A. The CAFAS and PECFAS are proprietary clinical web-application tools used in child welfare systems (and greater Systems of Care) throughout the country, and they have been proven valid, reliable, and effective as case management tools, measures of child function, and system evaluation tools.

- B. CFSA has committed to deploying the CAFAS and PECFAS as a means of performing periodic functional assessments on children in foster care or otherwise involved in the child welfare system.
- C. MHS is the copyright holder, manufacturer, and the distributor of the CAFAS and PECFAS tools in the United States of America.
- D. MHS confirms that Dr. Susan Sabin is the only MHS accredited Master Trainer of the CAFAS in the United States.
- E. CAFAS Master Trainers are the only parties approved by MHS to deliver trainings and award MHS-sanctioned Letter of Completion to each trainee attendee.
- F. Other human services Agencies in the District of Columbia, including the Department of Behavioral Health; the Department of Human Services; and the Department of Youth Rehabilitative Services have engaged MHS to deploy the CAFAS and PECFAS as their primary functional assessment tools for the youth populations they serve.
- G. On a case-specific basis, CFSA will be sharing CAFAS and PECFAS related assessment data with the other District agencies (among those delineated above) that are serving children who are also being served by CFSA. The accuracy and reliability of shared data will be integral to the development of each child's CFSA case plan and/or treatment plan developed by its sister agencies.
- H. These agencies have engaged Dr. Sabin to deliver training on the CAFAS and PECFAS to their clinicians and social workers who will be performing functional assessments.
- I. For the purpose of maintaining reliability of the CAFAS and PECFAS tool across the District, it behooves CFSA to utilize the same Master Trainer that its sister agencies are using to train their own staff.

5. **CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete.

Date

Interim Director
Raymond Davidson

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Tara Sigamoni
Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either

Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

Tara Sigamoni
Agency Chief Procurement Officer